



DIRECTOR'S REPORT FOR MONTHS OF JULY - SEPTEMBER 2010

GENERAL INFORMATION:

- On October 5, 2010, City Council took action to increase the size of the Parks & Recreation Advisory Board from 7 - 11 members.

DEVELOPMENT:

- First Colony Park Improvements – Coordinating with League representatives on their fall schedule. Construction is behind schedule due to weather. Inspection walk-through held on field 1 and 2, work to expedite allowing play on the fields. Punch list was written and provided to Contractor. Musco Lighting inspected lights at night to confirm lighting levels meet requirements. We expect substantial completion end of September on everything except the Restroom/Concession building and are currently allowing League to use the fields.
- Brooks Street Trail – Final drawings have been delivered, staff reviewing.
- Hwy. 59 Phase III Landscape – Ready to proceed to bid pending Council direction.
- Recreation Center - Received quotes for exterior furnishing selection. Proceeding with ordering benches and trash receptacles. City Council and Parks & Recreation Advisory Board concurred with the staff recommendation of naming the facility "Imperial Park Recreation Center". The first and second shipments of site furnishings have been delivered. Project Plaque has been approved and ordered.
- Settlers Way and Colony Bend Park – City Council and Parks & Recreation Advisory Board concurred with staff's naming. Consultant has submitted 90% plans for review. Will bring to Development Review Committee for initial review, staff has reviewed and submitted comments to Engineering Department. Meeting was held with consultant to discuss project on September 30th.
- First Colony Hike and Bike Trail – On going. Design is continuing. TBG working with Engineering to incorporate some of the elements into the University Blvd. project.
- Brazos RiverPark Phase II –Now that the Baseball Stadium is being proposed for the Imperial site, Staff met internally to review scope, discuss impact of lost parking due to ball park relocation, etc. and to look at scheduled target dates for the Parks & Recreation Advisory Board and City Council presentations. Meeting with entire strategic project team on October 13th.
- Senior Center Expansion – City Council approved Community Development Block Grants as funding source to renovate the Community Center for Seniors space. Met with consultant to

review plans. Including preliminary floor plan on information for Town Hall meeting. Public response was favorable.

- Ditch H Hike and Bike Trail – Preliminary Engineering Report still on going. Met with LID 17 engineer to discuss layout. LID 17 responded favorably to the proposed route. Preliminary Engineering Report has been reviewed. Next step is to review with Engineering and determine next steps. This is on hold pending water line easement with LID #2.
- Park Rehabilitation Projects – Playground replacement at Lost Creek Park is complete.
- Telfair Park - Met with KSA Engineers to present Parks & Recreation Department's recommended layout of facilities. KSA is working on plan and FAA input. Met with KSA and team to review progress. KSA revising plans based on comments from team.
- Tree City – Research on policy issues on going. Completed draft of “Tree Care” policy and have forwarded to Legal Department for review. Anticipate workshopping with the Parks & Recreation Advisory Board. PowerPoint presentation complete for Parks & Recreation Advisory Board on their role as the Tree Board. Legal has provided comments to ordinance. Submitted to Regional Forester for review. Have received comments back from Texas Forest Service and have worked with Legal to make the minor changes. Next step is to present to Parks Board/Tree Board for their comment early next year.
- Trees Across Sugar Land – Initial planning for FY11 event. Met with Keep Sugar Land Beautiful to coordinate Apache tree request. Requesting 300, 5-gallon trees for Oyster Creek Park on November 13th. Met with Vicki Gist at Keep Sugar Land Beautiful to discuss logistics. Will discuss plans for the planting with the Parks & Recreation Advisory Board at the October meeting.
- Parkland Dedication Update – Reviewing research study by John Crompton. Requested current status and history of Parkland dedication funds from the Treasury office and receiving input from Economic Development on land value data. Creating a map with future development areas that may be affected by the fee change. Received information on ordinance history from City Secretary office. Received market value information from Clayton Taylor. Presented preliminary findings. Leon Kaplan working on assigned research task. Confirmed with Budget office that no annual review of fees is scheduled in FY11. This would need to proceed on its own. Clayton Taylor is working on a fair market value comparison between the 1980's when enacted and current 2010 value.
- Imperial Park Trail / Eldridge Park Trail – Received final drawings for review. Joe Chesser met with consultant on April 14th to discuss reviewing final plans ready to proceed to bid, pending City Council direction.
- Gannoway Neighborhood Park –Completed agenda request and working on PowerPoint presentation. Met with HOA president to coordinate presentation. Presented to City Council at July 27th Workshop. Have resubmitted the cost sharing application to 4B who will schedule a meeting with all parties to discuss. Drafted agenda request for 4B meeting on September 15th.

Meeting rescheduled to October. Applicant has requested a pavilion to be added to the project. Working on PowerPoint presentation and revised request for the October meeting.

- Joe Chesser met with Lake Management and processing contract to improve water quality in dog park pond. Maintenance staff has increased amount of tint used in pond and the water is now being kept blue.
- Kimberly Terrell working with Police Department to erect signs in Oyster Creek, Imperial, and Sugar Land Memorial Parks alerting visitors to Police Department cameras. Signs are ordered. Joe Chesser working with Police Department on request for tree trimming. Determined that tree trimming would not make an impact. Suggest that after signs are added, re-evaluate and move trees if necessary in Fall. Signs fabrication complete. Signs have been installed at Oyster Creek Park. Have been authorized by Police to install signs at Imperial Park. Work order to install signs has been submitted to Park Maintenance.
- Eagle Scout Projects - Kimberly Terrell working with Scout group on potential Eagle projects. Met with a Scout July 13th at Sugar Land Memorial Park to discuss potential project. Have been contacted by another Scout to possibly build some fencing at Sugar Land Memorial Park. Have been contacted by two other scouts and have given them the fencing specifications. Met with another scout at Memorial Park. Received a call from a new scout about a possible project at Memorial Park. Forwarded a project option to Bekah Morton per her request.
- Personal Memorials – Kimberly Terrell has suggested revisions to department policy and created informational brochure. Being reviewed internally. Working on two bench donations in Oyster Creek Park. Kimberly met with one donor week of June 21st to site bench location. Maintenance staff will install in the next month pending availability. Finalized policy and brochure.
- Kimberly Terrell working with GIS group on mapping existing/proposed hike and bike trails. Coordinating with Houston-Galveston Area Council to provide appropriate layer information.
- Joe Chesser and Jim Browne met with Bobby Sarwar of local Cricket league to propose Duhacsek as a potential temporary site.
- Greatwood Lakes – Joe Chesser met with developer and Planning Department at his request concerning parkland proposal. It is a small development. Staff is reviewing for Parkland dedication options.
- Canoe Launch - Met with the Fort Bend Green Executive Director on July 29th to review TXDOT canoe launch agreement drafts. Meeting with TxDOT / Jim Hunt to discuss canoe launch under Highway 59 bridge. Met with Keisha Seals last week to discuss. Parks Staff to generate layout plan for TXDOT review and approval. Parks has submitted Information Technology Department request for Autocad software to allow for the necessary design on this project (and for other in-house drafting/design projects). Information Technology Department has indicated that Kimberly Terrell will receive AutoCAD on her replacement computer.

- Dog Park – Received bids and contracts routed for turf repair and additional decomposed granite installation. Preconstruction meeting on site. Responded to citizen request for signs. Contractor has completed the majority of the work. Some finish work needs to be done. A change order is being routed to add additional materials not originally in scope.
- RiverPark – Kimberly Terrell, Jim Browne and Joe Chesser attended LID 10 meeting to discuss canoe launch and trail plans at the Brazos River Park site at RiverPark. LID was receptive to ideas. Will submit plan and request for access gate through the LID's fence for their review and approval. Submitted two access gate alternatives and site location to LID 10 representatives. Have received some preliminary feedback. Parks Department is on the agenda to discuss these at their October meeting.
- Sugar Mill Park - Met with contractor on site at to discuss drainage issues. Contractor has submitted a proposal. Staff reviewing. Have asked an additional contractor to provide a proposal per policy. Proceeding with contract of lowest qualified bidder. Contracts routing.
- Sugar Land Memorial Park South Pond - Met with Engineering staff to review their plans for filling. Shashi Kumar to proceed with getting prices for shallow well drilling and casing. Funding from Parks rehab. Joe Chesser and Erle Gooding met with Lake Management Company to discuss vegetation removal. Requested a proposal from Lake Management for costs. Processing contract for vegetation spraying.
- Bocce Court – Met with Association of Retarded Citizens (ARC) to discuss plans and installation of 2 Bocce courts in Imperial Park. ARC has contacted the Eagle Scout that was interested in working on the project
- Joe Chesser, Jim Browne, and Leon Kaplan meeting with Art Dealer McLain Gallery to discuss public art display. Joe Chesser and Leon Kaplan took McClain Gallery representatives to Oyster Creek Park, Sugar Land Memorial Park, Recreation Center and Museum site. They particularly liked Oyster Creek Park and will provide Photoshop renderings with art pieces shown in the park setting.
- Memorial Tree Program – Working on one new request. Planting will take place in November.

RECREATION DIVISION:

- Teresa Preza presented Halloween Town overview and plan during the Plaza Event Board meeting.
- Briana Bachemin created Sponsorship package for the Halloween Town event.
- Briana Bachemin secured the Community Development Department and Keep Sugar Land Beautiful as activity booths for Halloween Town.

- Sierra Stage Coaches (transportation), Progressive Commercial Aquatics (chemical delivery) and Printing X-Press (“Sweet Notes”) have exercised their contract renewal option for 2010/2011.
- Brianna Bachemin was selected for the full-time Event Production Coordinator position.
- Jim Browne and Teresa Preza attended the International Special Even Society Annual Conference in Baltimore in August.
- Heather Bluejacket worked as a liaison at the Texas Amateur Athletic Federation (TAAF) Summer Games in Waco.
- Heather Bluejacket is on the Wellness Committee implementing plans for the Cities Wellness Expo.
- Teresa Preza presented to the retailers the plans for Halloween Town, Tree Lighting and New Years Eve.
- Teresa Preza and the Event Production Team setup a meeting with Marriott representatives to discuss the potential for a New Year’s Eve celebration. Negotiating with “Fried Ice Cream” as the band and finalized promotional plan.
- Heather Bluejacket is arranging a City team for the Texas Dragon Boat Regatta.
- Teresa Preza working on securing main stage acts, food vendors, and booking various logistical vendors for Tree Lighting.
- Teresa Preza preparing award nomination information for the Special Events Gala Awards.
- Briana Bachemin securing ABC’s Share your Holiday 2010 site location.
- Teresa Preza securing a university student intern for the Fall semester to assist with Holiday events.
- Sandy Penman planned and held the second Line Dance Party in September.
- Sandy Penman attended the Gulf Coast Leadership Development Conference in September.
- Event Team is worked closely with other departments to prepare for the Fire Station 7 Groundbreaking scheduled for October 7th at 5:30 p.m.
- Briana Bachemin is routing contracts for the Sugar Land Halloween Town event.
- Event team scheduled logistics meeting for all city events in Sugar Land Town Square.
- Teresa Preza planned and coordinated the 2010 Employee Wellness.

- Jigyana Patel is securing stage performance and activities for Christmas Tree Lighting.
- Jim Browne and Heather Bluejacket attended Texas Amateur Athletic Federation conference in South Padre, Texas end of September.
- Heather Bluejacket ordered Recreation Center furniture.
- Kelly Penewitt contacted the local high school ROTC groups to participate in a Veteran's Day Program.
- The Senior Center offered these activities July - September:
 - a. Numerous Movies
 - b. Celebrated Birthdays
 - c. Nifty after Fifty Exercise
 - d. Played Bingo, White Elephant Bingo
 - e. Bunco
 - f. Apple Pie Contest
 - g. Patriotic Pot Luck Luncheon
 - h. Blood Drive
 - i. Health Chats
 - j. Fire Safety Chats
 - k. 8-Ball Pool Tournament
 - l. Sugar Babes Lunch Out
 - m. AARP Meetings
 - n. AARP Drivers Safety
 - o. Book Club
 - p. Bowling at Stafford Lanes
 - q. Pool Party at Sienna Plantation
 - r. Movie at AMC First Colony
- Senior Field Trips July - September:
 - a. Broadway Across America – July 1 – “Wicked” - 28 participants.
 - b. Paragon Casino - August 17 & 18 - 43 participants.
 - c. Downtown Houston - September 8 - 28 participants.
 - d. L'Auberge du Lac Casino - September 29 - 50 participants.
- Leisure Classes – Approximately 429 participants in July, 342 participants in August and 421 participants in September.

Looking Ahead 2010:

- Saturday, October 16 – Texas Dragon Boat Regatta, Fluor Daniel – 8:00 am– 5:00 pm.
- Saturday, October 30 - Halloween Town, Town Square - 5:00 pm - 8:00 pm.
- Sunday, October 31 – Senior Monster Mash – Sugar Land Community Center – 5:00 pm - 8:00 pm.

- Tuesday, November 9 – Senior Volunteer Luncheon – Sugar Land Community Center - 11:30 am – 1:30 pm.
- Saturday, November 13 - Trees Across Sugar Land - Oyster Creek Park.
- Thursday, December 2 – Christmas Tree Lighting at Town Square – 5:00 pm – 8:00 pm.
- Thursday, December 9 - Senior Holiday Gala – Sugar Land Community Center – 12 noon – 3:00 pm.
- Friday, December 10 - Share Your Holiday Food Drive – Sugar Land Senior Center – 7:00 am – 6:00 pm.